



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2012 - JUNE 30, 2013
Deadline: July 12, 2013**

COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS

2013 JUL 15 PM 4 19

THOMAS J. PASTUSZKA
CLERK OF THE BOARD
OF SUPERVISORS

1. DEPARTMENT INFORMATION:

Department: Library
Division/Unit: _____

2. VOLUNTEER PROGRAM BENEFITS:

a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc).

No. of Vol.	3,729	Hours	103838.76	X	\$22.14	=	\$2,298,990.15
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Types of work performed by GENERAL VOLUNTEERS in this category:

General volunteers perform a variety of tasks which include: clerical work, assisting with branch events, shelving books and materials, participating in Friends of the Library groups, reading to children, helping students with homework.

b. INSTITUTIONAL VOLUNTEERS (this section should include honor camp inmates, PIC/RETC, GAIN, etc.)

No. of Vol.	14	Hours	781.35	X	\$22.14	=	\$17,299.09
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

Institutional volunteers perform work which includes: Clerical work, sorting books and materials for delivery to branches, hauling boxes of books, and shelving.

c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
Attorney	379		\$150.00		\$56,850.00
Financial Consultant	704.5		\$53.58		\$37,747.11
Housing Counselor	402		\$34.43		\$13,840.86
Instructor	6419.5		\$55.00		\$353,072.50
Instructor Citizenship	1717.5		\$34.38		\$59,047.65
Instructor Language	10,213		\$38.03		\$388,400.39
Librarian	895.25		\$29.33		\$26,257.68
Literacy Tutor	11,270		\$40.00		\$450,800.00
Physician	58		\$83.91		\$4,866.78
Therapy Dog Handler	3,588		\$23.96		\$85,968.48
Musician	197		\$65.24		\$12,852.28

No. of Vol.	1,052	Total Hours	35,844	Total Value =	\$1,489,703.73
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

Instructors provide a wide variety of workshops for customers on topics such as English as a Second Language, parenting skills, computer applications and yoga. Financial consultants, counselors and attorneys bring their expertise in advising library users on housing, retirement, investment and budgeting. Library school students and retired librarians lead book clubs, assist with programs and assist customers at help desks. Volunteers with L.E.A.R.N., the library's literacy program, serve as tutors for English speakers who read below the 5th grade level, as well as new immigrants learning English.

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	3,729	103838.76	\$2,298,990.15

2b.	14	781.35	\$17,299.09
2c.	1,052	35843.75	\$1,489,703.73

Total Vol.	4,795 Hours	140,464	Total Value =	\$3,805,992.97
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3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated:	NA	Value:	
Item Donated:		Value:	
Item Donated:		Value:	
Item Donated:		Value:	
Item Donated:		Value:	

TOTAL VALUE =	\$0.00
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4. VOLUNTEER PROGRAM COSTS:

a. Cost of supervision of volunteers (total hours of direct supervision multiplied by the hourly rate of staff person (s) directly supervising program volunteers.)

Hours	2,605	X	Rate	\$30.00	=	\$78,150.00
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b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)

Hours	1,523	X	Rate	\$30.00	=	\$45,690.00
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c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
Volunteer Recognition Events	\$2,000.00

TOTAL OF OTHER PROGRAM COSTS

=

\$2,000.00

d. TOTAL OF VOLUNTEER PROGRAM COST
(add 4a, 4b, and 4c)

=

\$125,840.00

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)

\$3,805,992.97

b. Total of Donations to Volunteer Program, Item 3 (Page 2)

\$0.00

c. Subtract Total of Program Costs, Item 4d (Page 3)

\$125,840.00

TOTAL PROGRAM BENEFIT

\$3,680,152.97

6. RECRUITING:

Please describe your recruiting programs:

VolunteerMatch database (supported by California State Library); Media releases for specific volunteer needs; online Application at four sites accompanied with a County Television Network produced volunteer recruitment video; ads in Book Page; Library staff encouraging potential customers to get involved as volunteers and in-branch volunteer program advertising.

7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:

Please describe any special activities and/or achievements your program was involved in during the period of this report:

San Diego County Library began piloting an online volunteer application at four branch locations using Neogov. This has helped streamline volunteer processing and hiring. We honored six Volunteers of the Year at the Board of Supervisors Volunteer Appreciation event which allowed us to highlight the variety of roles volunteers play within their service at the library.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2013-14:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

The San Diego County Library will host volunteer training for branch staff, bringing them up to date with volunteer practices and procedures. We will expand our online volunteer application project in an effort to streamline services and expedite volunteer processing timelines.

9. **GENERAL INFORMATION:**

Name of person completing report: Angelica G. Fortin

Phone: 858-694-2370 Mail Stop: 70 E-Mail: angelica.fortin@sdcount

Volunteer Coordinator: Angelica G. Fortin

Phone: 858-694-2370 Mail Stop: 70 E-Mail: angelica.fortin@sdcount

10. **DEPARTMENT CERTIFICATION:**



DEPARTMENT HEAD SIGNATURE

7-9-13
DATE

